

RULES

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FOR THE

REGULATION

OF THE

DALKEITH SUBSCRIPTION LIBRARY.

INSTITUTED,

16th JANUARY 1798.

EDINBURGH:

PRINTED FOR THE SOCIETY.

1798.

GENERAL HEADS.

Of the Rules of Admission.

GENERAL MEETING.

COMMITTEE.

LIBRARIAN.

CATALOGUE.

GENERAL RULE.



RULES, &c.

SEVERAL of the Friends to literary information, having repeatedly expressed a desire of forming themselves into a Society for the laudable purpose of establishing a public Library, solely for the end of giving an opportunity to such as want the means for procuring the books necessary to inform the judgment and to polish the manners, that they, by these means, may be rendered serviceable in their day, and useful to succeeding ages. That these means may be obtained in an easy manner, we the under-signed, do hereby agree to associate together for that important purpose, and to observe the following rules for the internal organization of the said Society: And that the commencement of the Dalkeith Subscription Library shall be dated from the 16th day of January 1798.

RULES OF ADMISSION.

I. It is agreed, that the number of members shall be limited to eighty for the first six months. Every person proposing to be a member after the next General Meeting on the 13th of February 1798, must have his character attested by two members of the Society at least. Females to be admitted as members, and have all the privileges of the Society, but exempt from the trouble of office-bearing.

II. Every member, at his or her admission, shall pay the sum of one shilling Sterling as entry money, and one penny *per week* as regular subscription-money, to be paid quarterly; and this contribution to continue, until the Society see cause to augment or abridge, as circumstances shall direct.

III. The funds of the Society, of whatever description, shall be unalienably the property of the members of said Society, their heirs or successors: every member of said Society having a full power to transfer their property to any person, binding themselves to observe the rules of said Society.

IV. If any of the members shall withhold their regular subscriptions for the

space of six months, unless through unavoidable necessity, he or she shall forfeit the sum of fourpence Sterling for every three months that they are in arrears, for the good of the Society; and if he or she, regardless of due punctuality, after having received notice from the Secretary, still neglect to pay up their arrears, for longer than twelve months; they shall no longer be considered as members of the Society, neither shall they, their heirs nor successors, have any further claim on the Society.

V. If at any future period it should be deemed necessary to dissolve the Society, every member shall have their share of the property according to their subscription or donation, all fines and forfeitures to be divided equally. The property to be ascertained by time of entry, subscriptions and donations, they being minuted.

Of the GENERAL MEETING.

VI. There shall be a meeting of the whole Society three months from the time of commencement of the same, and so to continue every quarter thereafter, the hour and place of meeting to be fixed by the Committee, (hereafter mentioned). Warning shall be sent to each member six

days previous to the time of meeting ; the manner of warning to be by a note, signed by the Secretary.

VII. At the General Meetings, laws shall be made, and questions determined, by the approbation of two-thirds of the Subscribers present. Members shall have the liberty of voting by proxy, provided the proxy be a subscriber, and they shewing their authority in writing, signed by the absentee ; the President always to have a casting vote when the members are equal. The manner of voting in all cases to be by ballot.

VIII. Every proposal for altering a law already established, shall be first made to the Committee, who shall cause it to be exposed in the Library-room for the inspection of the subscribers for at least one month previous to the General Meeting ; and no law once established shall be repealed, but by the consent of two thirds of the Subscribers present.

Of the COMMITTEE.

IX. At every General Meeting there shall be chosen a Treasurer, into whose hands all the cash belonging to the Society shall be deposited, and his accounts settled every General Meeting. There

shall likewise be chosen from the Society at large a Committee of eight members, exclusive of the Treasurer, each person giving to the President a list, unseen by the rest, of those persons of whom he would have it to consist. They who are named the oftenest shall have the preference; but no member of an expiring Committee shall have a vote in the election of a new one. The Treasurer shall always be a member of the Committee.

X. The Committee shall meet in the Library-room for transacting the business of the Society on the second Monday after the General Meeting, and on the second Monday of every succeeding month thereafter, at such time of the day as they themselves shall appoint.

At their first meeting they shall choose out from among themselves a President, who shall act as the President of the next General Meeting, and a Secretary, who shall write the minutes of what is transacted at the meetings of the Committee, and shall likewise act as the Secretary of the next General Meeting. Four of them, the President or his deputy being present, shall be deemed a Committee. If the President shall neglect to appoint a deputy, the Committee shall have the power of choosing a President for the day.

The President, for every neglect of attendance, shall pay a fine of sixpence, and every other member a fine of threepence, unless a sufficient reason be sent in writing to the Committee, the fines to be exacted, if more than half an hour after the time of meeting.

XI. The Committee shall determine by ballot what books shall be admitted into the Library ; but subscribers, not being members of the Committee, may give in writing to the Committee a list of the books they would wish into the Library, with their reasons annexed, evidencing that they are acquainted with them ; to be by the Committee balloted for along with what they may themselves propose ; and the books thus voted by them, and agreed upon, shall be bought in whatever manner they shall think proper.

XII. The Committee shall have the power of calling an extraordinary General Meeting, and the President may appoint an extraordinary Meeting of the Committee ; in which cases, the absentees shall pay the same fines as for not attending the regular Monthly Meetings.

XIII. The Committee shall fix the time allowed for the reading of each particular book as they in their judgment shall think

proper and convenient, which shall be marked on the inside of the board.

Of the LIBRARIAN.

XIV. The Librarian, who shall have the custody of the books, shall be elected by the Society at large, and shall continue in office, without re-election, as long as shall be agreeable to himself and the Society. He shall find security for the property annually committed to him, if required.

XV. All the books shall be half bound (if they can be got conveniently in that condition), and shall be lettered and numbered, and have the designation of the Library inscribed on the inside of the board. The Committee, at the close of every year, shall order all the pamphlets belonging to the Society to be half bound in volumes of a convenient size.

XVI. The Librarian shall mark down, in a book kept for the purpose, the time of delivering out and receiving in any book of the Library. No book to be given out to any servant without a written order from the Subscriber. The Librarian shall, at the desire of any member of the Society, demand such books as have been kept beyond their proper time; and

he shall attend the meeting of the Committee to inform them about the condition of the books, &c. that, in case of any damages done them, they may cause reparation to be made by the person or persons offending.

XVII. No person to have more than one book, or one volume of a book ; and whoever shall keep a book beyond the time limited by the President, and marked on the inside of the board, shall forfeit the sum of one penny *per* day.

No person shall have a book from the Librarian, until he shall have paid all the fines which he has incurred, provided such fines amount to sixpence.

XVIII. When any book has been regularly returned to the Librarian, the person who first applies to him for it shall have a right to it. But no book, within the first year of its circulation, shall be re-entered to the same person, until it shall have been brought back, and have remained at least a week in the Library-room ; but for an established book, if nobody has applied, they shall have a right to take it again, and if they read it before the time mentioned be elapsed, they shall be entitled to another immediately, provided it be not oftener than once a-day.

XIX. If any book shall be lost, the Subscriber who took it out, or ordered it to be taken out, shall pay the full value of it, or replace it with one in as good condition ; but if the book lost be one of a set, he shall take the remaining volumes, and purchase a new set for the Library, under the penalty of expulsion from the Society, and forfeiting his property in it.

XX. No Subscriber shall lend or suffer to be lent out of his own house, any book belonging to the Library, under the penalty of half a crown for each offence.

N. B. The Librarian shall, on no account whatever, dispense with the rules of the Society with regard to the imposition of fines. And in case of any complaint being lodged against him, it shall be referred to the Committee, to whose decision the parties shall submit, under penalty of deprivation of office and expulsion from the Society.

Of the CATALOGUE.

XXI. A copy of the laws, a list of the members of the Society, and a Catalogue of the books belonging to it, shall be printed as often as the Committee shall think it proper, to be sold at cost to any Subscriber.

GENERAL RULE.

XXII. It is, and shall be a rule unalterable, that the Society instituted for forming and supporting the Dalkeith Subscription Library, shall not be dissolved, nor the Library disposed of, without the unanimous consent of the Subscribers.

THE END.



It is in fact a very
small part of the whole
of the world, and it is
not a very important
part of the world.

CHAPTER I

The first part of the world
is the part which is
the most important
part of the world.
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part of the world.